

Log No. _____

ISC WORK ORDER REQUEST

E-mail: sci_isc@csupomona.edu

Hours: (M-F) 8:00 a.m. to 5:00 p.m.; Closed 12-1

Phone: 909.869.5362 Bldg 8, Rm. 51C

Sharon Cruise

INSTRUCTIONAL SUPPORT CENTER

Name: _____ Dept.: _____ Ext. _____

Date In: _____ Date Nd'd: _____ Time A.M. P.M.

of Originals: _____ # of copies Nd'd: _____
No ASAPs

- Offset** 10-12 days turnaround (from pickup) **OCE-OFST**
- Pickup/Delivery Times:** 9:00 – 11:00 a.m. 3:00 – 4:00 p.m. (after, goes to next day)
- Quick Print** 24-hour turnaround from pick-up Unless OCE
- OCE Print Driver (GCS)**
- Blackboard**
- Scanning**

- Work done in ISC**
- Create/Changes
- Do Not Collate
- Collate Only
- Collate/Staple
- Original is B-to-B
- Back-to-Back
- 2-hole Punch
- 3-hole Punch
- Cardstock**
- Paper**
- White Paper
- Green Pink
- Blue Tan
- Yellow Gray
- Goldenrod Salmon
- Astrobrite**
- Aqua Blue Lime Grn
- Cherry Lavender Orange

EM: _____

Special Instructions



Log No. _____

ISC WORK ORDER REQUEST

E-mail: sci_isc@csupomona.edu

Hours: (M-F) 8:00 a.m. to 5:00 p.m.; Closed 12-1

Phone: 909.869.5362 Bldg 8, Rm. 51C

Sharon Cruise

INSTRUCTIONAL SUPPORT CENTER

Name: _____ Dept.: _____ Ext. _____

Date In: _____ Date Nd'd: _____ Time A.M. P.M.

of Originals: _____ # of copies Nd'd: _____
No ASAPs

- Offset** 10-12 days turnaround (from pickup) **OCE-OFST**
- Pickup/Delivery Times:** 9:00 – 11:00 a.m. 3:00 – 4:00 p.m. (after, goes to next day)
- Quick Print** 24-hour turnaround from pick-up Unless OCE
- OCE Print Driver (GCS)**
- Blackboard**
- Scanning**

- Work done in ISC**
- Create/Changes
- Do Not Collate
- Collate Only
- Collate/Staple
- Original is B-to-B
- Back-to-Back
- 2-hole Punch
- 3-hole Punch
- Cardstock**
- Paper**
- White Paper
- Green Pink
- Blue Tan
- Yellow Gray
- Goldenrod Salmon
- Astrobrite**
- Aqua Blue Lime Grn
- Cherry Lavender Orange

EM: _____

Special Instructions

